

Tennessee Emergency Communications Board Reimbursement Requirements For MASTER CLOCK

Effective January 26, 2006

The Tennessee Emergency Communications Board ("TECB") was created "for the purpose of assisting emergency communications district boards of directors in the area of management, operations, and accountability, and establishing emergency communications for all citizens of the state."¹ The TECB is authorized to develop and implement a plan for providing statewide wireless enhanced 911 service, establish operating standards concerning acceptable uses of revenue for emergency communications districts and establish technical operating standards. The TECB is also authorized to act on the behalf of the state's districts to implement wireless enhanced 911 service pursuant to Docket 94-102 of the Federal Communications Commission (hereafter, "the FCC") and subsequent rulings and orders of the FCC, and other federal and state laws and regulations.

To further its statutory purpose, the TECB has the power and authority to:

Respond to requests from emergency communications districts, commercial mobile radio service providers or other parties and subject to availability of funds, review and approve requests for reimbursements for expenditures or payment of obligations incurred to implement, operate, maintain, or enhance statewide wireless enhanced 911 service in conformance with any rules or orders of the federal communications commission, and other federal and state requirements that pertain to wireless enhanced 911 service;²

Pursuant to such authority, the TECB hereby establishes standards for master clocks. Compliance with the following standards is required to be eligible for cost recovery for these items.

¹ Tenn. Code Ann. § 7-86-302(a).

² Tenn. Code Ann. § 7-86-306(a)(10).

Tennessee Emergency Communications Board Reimbursement Guidelines For MASTER CLOCK

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REIMBURSEMENT PROCEDURES

The TECB will provide reimbursement funding of up to \$5,000 each for reimbursement of a master clock or clocks purchased by Districts (ECDs) purchased on or after July 1, 2003 as follows:

- 1) The ECD must submit its request in writing (via email, fax, or mail) to the Executive Director, describing specifically each item purchased or to be purchased and the cost thereof and justifying the purchase (e.g., need for a larger system, replacement of outdated technology, etc.).
- 2) The Executive Director will review all requests and, after consultation with the Chairman and the Director of E-911 Technical Services, either approve or reject them. Appeals of rejections may be presented to the TECB members at the next scheduled meeting. Requests for appeal must be received no later than two (2) weeks prior to a board meeting to be considered during that meeting.
- 3) Upon approval by the Executive Director, the ECD must submit a copy of original invoice(s) to the TECB arising from the purchase of the master clock.
- 4) A "Request For Reimbursement of Recurring and Non-Recurring Costs for Implementation for E-911" certification form (attached hereto as Attachment A) must be submitted with each invoice.
- 5) The request for reimbursement should be classified as "Other" costs, and should include a description of the item for which reimbursement is sought.
- 6) In addition to the TECB certification form, the District must submit a certification from the vendor (Attachment B) that the equipment or system meets the standards set forth in this document in Attachment C. The purpose of this requirement is to assure that the vendor is providing Tennessee PSAPs with a product that will provide the level of service required. If the original installation vendor does not currently service the system for which reimbursement is being requested, the ECD may request the Director of Technical Services of the TECB to make the certification.
- 7) Please allow approximately 4-6 weeks from the time the TECB receives the reimbursement request to the funds' disbursement by ACH into the ECD's bank account.



**STATE OF TENNESSEE
TENNESSEE EMERGENCY COMMUNICATIONS BOARD
DEPARTMENT OF COMMERCE AND INSURANCE**

500 JAMES ROBERTSON PARKWAY, NINTH FLOOR
NASHVILLE, TENNESSEE 37243
615-253-2164/FAX: 615-401-7642

**REQUEST FOR REIMBURSEMENT OR PAYMENT OF OBLIGATIONS INCURRED
OF RECURRING AND NON-RECURRING
COSTS FOR IMPLEMENTATION FOR E-911**

DISTRICT: _____
CONTACT: _____
ADDRESS: _____

In accordance with Tenn. Code Ann. § 7-86-306(a)(10), the undersigned requests, on behalf of the above stated Emergency Communications District, the following reimbursement or payments of obligations incurred for implementation of wireless enhanced 911 service in Tennessee.

					Check Appropriate Costs	
	Date		Date	Cost	P1	P2
Non-Recurring Costs³		Through				
Monthly Recurring Costs		Through				
Total Cost Reimbursement						
Other						

Explanation for Other:

CERTIFICATION

I hereby certify that this request for cost recovery, which is submitted to the Tennessee Emergency Communications Board pursuant to Tenn. Code Ann. § 7-86-306(a)(10), is correct and valid. I further certify that the amount claimed was expended to implement, operate, maintain or enhance statewide wireless enhanced 911 service in conformance with all applicable orders and rules of the Federal Communications Commission and other federal and state requirements that pertain to wireless enhanced 911 service.

Signature of District Agent

Date

³ A single, one-time expenditure.
Revised 01/31/06

Attachment B

VENDOR OR ECB CERTIFICATION

I hereby certify that the equipment on the attached schedule of equipment and associated invoice meets the minimum standards set forth in Attachment C to the Reimbursement Requirements for master clocks of the Tennessee Emergency Communications Board.

Vendor or ECB Representative

Date

Minimum Standard⁴ to Qualify for ECB Reimbursement⁵

To ensure consistency of time stamps added to event records, reports and voice recordings, it is advised that equipment such as CAD, ANI/ALI Controllers, Voice Recorders, Radio Consoles, etc, have the ability to synchronize internal clocks to a PSAP master clock.

The PSAP master clock shall:

- Be traceable to Coordinated Universal Time (UTC);
- Have a continuous accuracy of .1 seconds relative to UTC when locked to the UTC time source;
- Have a front panel Display to indicate time;
- Have the optional capability to provide time codes via an RS-232 serial, Inter Range Instrumentation Group (IRIG), and Ethernet 10/100 Base T interfaces;
- Have the capability to automatically adjust the Master Clock Display, RS-232 and IRIG time codes for Daylight Saving Time;
- Have a selectable 12 or 24 hour display of Hours, Minutes and Seconds;
- Have a means to indicate its status; locked / unlocked and time synchronized or unsynchronized to the external UTC time source;
- Have alarm dry contact closures that are activated upon loss of power or when the clock has lost time synchronization;
- Be connected to an uninterruptible power supply (UPS) or be equipped with internal batteries which are continually charged from main power.

Equipment connected to the master clock must maintain a continuous accuracy of \pm .25 seconds relative to the PSAP master clock.

Optionally, equipment synchronizing to the ASCII time code date may derive alarm status by monitoring the Time Sync Status character within the data stream.

If equipped with internal batteries, the batteries must be capable of powering the equipment for a minimum of 15 minutes.

In the event the PSAP master clock becomes unlocked from the external UTC source and must “free run”, it will not exceed an error accumulation of more than 1 second per day.

⁴ National Emergency Number Association (NENA), NENA-04-002, Issue 3, May 17, 2000, NENA Recommended PSAP Master Clock Standard.

⁵ Policy No. 19 - Effective April 1, 2004, emergency communications districts are encouraged to obtain for each public safety answering point (PSAP) therein that is capable of receiving enhanced 911 calls, a PSAP Master Clock that meets or exceeds the recommended standards of the National Emergency Number Association. The Tennessee Emergency Communications Board shall provide cost recovery for PSAP Master Clocks not to exceed \$5,000 per district, subject to availability of funds. Districts that presently possess such a PSAP Master Clock shall be eligible for such cost recovery upon production of paid invoices therefore.